

SECRET

# RECORDS AND EQUIPMENT INVENTORY

(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)

TO: CHIEF, KUCLUB

FROM: CHIEF,

DATE:

## CORRESPONDENCE EQUIPMENT

EQUIPMENT TOTAL NUMBER

CUBIC FEET RECORDS

2 DRAWER LEGAL SAFE WITH COMBINATION LOCK

4 DRAWER LEGAL SAFE WITH COMBINATION LOCK

2 DRAWER LETTER SAFE WITH COMBINATION LOCK

4 DRAWER LETTER SAFE WITH COMBINATION LOCK

4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK

5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK

4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK

5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK

OTHER (Describe)

## CARD FILE EQUIPMENT

5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK

6 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

7 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

8 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

9 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

10 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

15 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK

16 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK

17 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK

17 SLIDES 3x5/5x8 KARDEX WITH OR WITHOUT LOCK

SAFE-T-STAK UNITS FOR 3x5 CARDS

SAFE-T-STAK UNITS FOR 5x8 CARDS

OTHER (Describe)

## MAP FILE EQUIPMENT

5 DRAWER MAP SECTION(S)

MAP CASE, VERTICAL WITH COMBINATION LOCK

OTHER (Describe)

## SHELVING

ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE

ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE

LIBRARY SHELVING UNITS

OTHER (Describe)

## BOOKCASE SECTIONS

METAL OR WOOD, GLASS FRONT - SECTIONS

OTHER (Describe)

## SPECIAL EQUIPMENT

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET - - - - -	1-1/2
ONE DRAWER, LEGAL SIZE CABINET - - - - -	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE - - - - -	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE - - - - -	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS - - - - -	1/10
ONE LINEAR FOOT, 4X6 CARDS - - - - -	1/6
ONE LINEAR FOOT, 5X8 CARDS - - - - -	1/4
ONE LINEAR FOOT, TAB CARDS - - - - -	1/6
OR 10,000 TAB CARDS - - - - -	1
<u>OTHER</u>	
ONE BOOKCASE SECTION - - - - -	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT - - - - -	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	

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CORRESPONDENCE EQUIPMENT				EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
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4 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
2 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
OTHER (Describe)					
CARD FILE EQUIPMENT					
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK					
6 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
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SAFE-T-STAK UNITS FOR 3x5 CARDS					
SAFE-T-STAK UNITS FOR 5x8 CARDS					
OTHER (Describe)					
MAP FILE EQUIPMENT					
5 DRAWER MAP SECTION(S)					
MAP CASE, VERTICAL WITH COMBINATION LOCK					
OTHER (Describe)					
SHELVING					
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE					
ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE					
LIBRARY SHELVING UNITS					
OTHER (Describe)					
BOOKCASE SECTIONS					
METAL OR WOOD, GLASS FRONT - SECTIONS					
OTHER (Describe)					
SPECIAL EQUIPMENT					

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET . . . . .	1-1/2
ONE DRAWER, LEGAL SIZE CABINET . . . . .	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE . . . . .	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE . . . . .	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS . . . . .	1/10
ONE LINEAR FOOT, 4X6 CARDS . . . . .	1/6
ONE LINEAR FOOT, 5X8 CARDS . . . . .	1/4
ONE LINEAR FOOT, TAB CARDS . . . . .	1/6
OR 10,000 TAB CARDS . . . . .	1
<u>OTHER</u>	
ONE BOOKCASE SECTION . . . . .	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT . . . . .	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	

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(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)

TO: [REDACTED]		FROM: CHIEF,		DATE:	
CORRESPONDENCE EQUIPMENT				EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
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4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
OTHER (Describe)					
CARD FILE EQUIPMENT					
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK					
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SAFE-T-STAK UNITS FOR 5x8 CARDS					
OTHER (Describe)					
MAP FILE EQUIPMENT					
5 DRAWER MAP SECTION(S)					
MAP CASE, VERTICAL WITH COMBINATION LOCK					
OTHER (Describe)					
SHELVING					
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE					
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LIBRARY SHELVING UNITS					
OTHER (Describe)					
BOOKCASE SECTIONS					
METAL OR WOOD, GLASS FRONT - SECTIONS					
OTHER (Describe)					
SPECIAL EQUIPMENT					

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET - - - - -	1-1/2
ONE DRAWER, LEGAL SIZE CABINET - - - - -	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE - - - - -	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE - - - - -	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS - - - - -	1/10
ONE LINEAR FOOT, 4X6 CARDS - - - - -	1/6
ONE LINEAR FOOT, 5X8 CARDS - - - - -	1/4
ONE LINEAR FOOT, TAB CARDS - - - - -	1/6
OR 10,000 TAB CARDS - - - - -	1
<u>OTHER</u>	
ONE BOOKCASE SECTION - - - - -	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT - - - - -	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	